MONTHLY REPORTS

OF THE

LIBRARIAN

July 1954 - June 1956

REPORT OF THE LIBRARIAN

FOR

JULY 1954

Library use this July has deviated from the usual pattern somewhat. The Boys and Girls Department reports large increases in circulation coupled with the largest enrollment in the vacation reading club in the history of the library. On the other hand, Reference reports a very light month with more than half of the reference questions coming in by telephone. The Circulation Department has had a slow first three weeks with a sharp upturn in traffic during the last week of the month. The Extension Department has found that while its deposit circulation is down, the bookmobile circulation is 800 more than for July of last year.

Vacations have been influencing the library in two ways during the month. Our staff is reduced by the number of individuals who are away. And our exhibits are slanted toward the reader who is planning his vacation. Exhibit emphasis this year has been on tourist and vacation attractions in West Virginia.

The Vacation Reading Club sponsored by the Boys and Girls Department is being enthusiastically used by the children this year. Very nearly 1,000 children are registered in the Boys and Girls room alone. Those 1,000 children have read more than 5,000 books since school was dismissed.

Last month's report contained an announcement of the opening of the music listening room on the second floor. Since July 1, 29 persons have used the room between 10:00 a.m. and 6:00 p.m. It is obvious to the staff that this use would increase substantially if the room could be open during the evening.

Bookmobile schedules for the fall, winter, and spring season have been printed and are being distributed. Two new stops have been added - one at

Vandalia, a South Charleston community, and one at Middle Patch in Gallagher.

The Building Superintendent and his helpers have been working on a room at the rear of the Circulation Department which has been used for the storage of cleaning equipment and which we hope to utilize for the picture collection.

A new personnel record form has been designed by the librarian and sent to the printer for reproduction. It will combine the salary record, the permanent address record, and the separation record, as well as provide space for the recording of performance ratings.

Respectfully submitted,

Mark Cumm

Librarian

August 6, 1954

REPORT OF THE LIBRARIAN

FOR

AUGUST 1954

The biggest news of the month is the success of the Vacation Reading Club. Last year's club had good participation, but this year we have reached record totals. Members of this year's club read 3,184 books in August and have read 8,240 from the Boy's and Girl's Department alone since summer began. Circulation for the Boy's and Girl's Department is over 3,000 more than it was for July and August of last year. Miss Brown plans to organize a reader's guild for children, to run through the school year.

A group of staff members were invited to speak to the Lions Club on August 5 about the services of the library. Miss Brown, Miss Alderson, Miss Greenspun, Mr. Foley and the Librarian each presented a brief description of some portion of the library's services. The program was very well received and the library has been invited to repeat its story before the Civitan Club on September 3.

The Catalog Department, in the person of Miss Marcella Kramer, furnished the art work for the informal annual report which was printed this month.

The Circulation Department prepared two booklists of significance this month, one to be printed in the Kanawha Welfare Bulletin and the other, on the subject of Rehabilitation, for the Executive Director of Good Will Industries. Exhibits assembled by the department during the month included historical novels, color reproductions of paintings, and oriental art in America.

The Extension Department has been busy preparing for fall. The bookmobile goes from a summer to a winter schedule in early September. Also on or about September 13, we begin to deliver the deposit collections to county schools. This year about 290-300 collections will be going out to 55 schools.

The Reference Department reports that traffic has increased. Mr. Charles Loudermilk, who has been serving as Assistant Reference Librarian since January, 1952, has resigned from the library effective September 25, 1954. Letters announcing the vacancy have been sent to all library schools, to all presidents of state or regional library associations, and to all chiefs of state library extension agencies. An advertisement has also been placed in the Library Journal and in the ALA Bulletin. I anticipate that it will be very difficult for us to obtain a satisfactory person because of a general, mild shortage of librarians coupled with a low salary. We are offering $500-$600 less than the average beginning salary for library school graduates, and $600-$840 less than is offered for comparable positions in the September 1 issue of Library Journal.

Respectfully submitted,

Mark Crum

Mark Crum
Librarian

September 3, 1954

REPORT OF THE LIBRARIAN

FOR

SEPTEMBER 1954

The changes in the patterns of people's lives which come with the end of summer and the beginning of the winter season, are reflected in the library. September, for example, included an exhibition of oils by Donna Ruff, the launching of two great book discussions groups, the revival of the West Virginia Council for Adult Education, renewed interest in the fall and winter program for the Kanawha Welfare Council, and the influx of students, which always accents the beginning of the academic year.

The Boys and Girls Department has finished making award for the summer reading program and, aglow with success, has set up a new Readers' Guild. It will be known as the Noble Order of Bookworms and will reward each bookworm who has read fifty books before the close of the school year with a badge.

The Building Superintendent has been busy with preparations for fall, also. He and his staff have finished the carpentry and painting in a new room on the first floor, removed a radiator in an area where we wanted to place desks, repaired a hall light fixture, put new valves on our furnance, repaired two toilets and repaired a window in the Circulation Department.

The room upon which the building department staff has been working is at the rear of the Circulation Department. It had been used for the storage of janitorial equipment and a few pieces of discarded furniture. It was remodeled as a location for the mounted picture collection. The change has made room for each member of the Circulation Department staff to have a desk in the space formerly occupied by the file cases of pictures. It will now be possible for the staff to work in a work area, rather than at the public table.

In the Extension Department attention has been centered upon the winter bookmobile schedule, which became effective on September 1, and upon the deposit collection books, which were delivered to 55 schools in September. As the deposit collections were delivered arrangements were made at each of the schools for children to participate in the Noble Order of Bookworms Readers' Guild. As often as possible Miss Alderson went into the schools and told the children directly about the Guild. Miss Alderson was interviewed on September 28 over the Montgomery radio station about the bookmobile and its services.

The Reference Department experienced its usual period of acquainting students with the library's indexes, serial holdings, and reference tools in September. Mr Foley has undertaken a project of indexing a periodical titled, "The West Virginia Review." It is hoped that the indexing activity can be stimulated throughout the state and the project enlarged to include the work of several libraries on each of the unindexed West Virginia publications of significance. Mr Foley has visited the W. Va. Department of Archives and History Library and the Carbide Research Center Library to become acquainted with the personnel and arrange informally for continued cooperation between those libraries and our own. The resignation of Mr Charles A. Loudermilk as a Reference Librarian, became effective on September 25. The ads placed in the Library Journal and ALA Bulletin, and the letters sent to state library associations, extension agencies, and library schools, have all failed to produce a satisfactory applicant. West Virginia is widely regarded as a poor library state. Even in our library, the largest public library in the state, our salaries for staff librarians are so low that we attract only malcontents, misfits, people retired from other systems, or librarians who have never held positions of responsibility

yet have so many years of experience that they would, as a Reference Assistant, earn far more than the Head of the Department.

I explained to the Budget Committee before the present budget was submitted that we needed some salary relief to bring our pay scale at least up to that given teachers in this county, that we had two positions occupied by librarians who were good enough to move on to a better positions, and that we would experience difficulty in replacing them with a salary which was substantially less than that being offered elsewhere. Now that situation has materialized. We have a vacancy. And the library schools to whom we have written have replied quite frankly that our salaries are too low to attract librarians in today's market.

Custodial routines have been examined and rescheduled this month. Mr Pontius has been increased from half time to full-time duty. At the same time, working schedules have been adjusted and improved. All tasks have been assigned for attention during a particular shift on a particular day in an eight week cycle. This plan gives us a time for every job and assures that each job will be done whenever and as often as it is scheduled.

We have begun a regular program of department head meetings which are to be held bi-weekly on Tuesday mornings. Information will be transmitted at these meetings but more importantly policy matters will be studied and discussed. The first major project of this group is a review of our book selection policies and practices. We hope to make a presentation of this material to the Library Board at its November or December meeting.

A group of five staff members addressed the Civitan Club on September 3, with short talks on the library's services. This was very successful as was a previous similar program given for the Lions Club on August 5.

Respectfully submitted,

Mark Emm

REPORT OF THE LIBRARIAN

FOR

OCTOBER 1954

The headline of this month's news is that an appointment has been made to fill the vacancy which existed for an assistant reference librarian. Miss Frances Gerard, a native of Burton, West Virginia, a graduate of Western Reserve Library School at Cleveland, and a former staff member in the Reference Department at the Carnegie Library of Pittsburgh was appointed temporarily to work for one month beginning October 11, while the library searched for a permanent employee. Miss Gerard subsequently asked that she be considered for a permanent appointment. One other candidate was interviewed, but rejected. Miss Gerard was appointed as a permanent staff member effective November 1, 1954.

Last month's report contained an announcement of a newly inaugurated series of bi-weekly meetings of the Librarian and Department Heads. The first project which this group has undertaken, a presentation of the library's book selection policy and practice, has come to completion this month. The Library Board will hear the staff explain and demonstrate book selection methods at its regular meeting in November.

The Extension Department is experiencing an increase in circulation at Ordnance Park, Nitro, and Dunbar which is beyond ability of the librarian, clerk and driver to handle. To alleviate the condition, a clerk or a page has been sent out by public transportation to meet the bookmobile at those stops. As a result of that time being subtracted from departmental duties, work is beginning backlog in the department. This emphasizes a point made as long ago as 1951 by Mr North - that the Extension Department needs another clerical person now, and will require even more help if any additional service is undertaken.

The South Charleson Library has selected more than eight hundred books from our collection to be sent there on extended loan. Loans of this type are made twice each year.

Teachers are coming into the Extension Department to select books to be sent out to deposit stations for the second semester. Not all books sent out on deposit this fall can be exchanged, but where exchanges can be made selection of the new collection must be made now in order to allow sufficient time for processing and delivery.

The Circulation Department report for October includes the information that the circulating record collection is one year old. Since we began the service 455 persons have registered to use it and have borrowed 6,299 albums for home listening. Both musical and non-musical recordings are included in the collection. Public response to the service has been very encouraging.

The Circulation Department prepared a bibliography for publication in the Kanawha Welfare Council Bulletin this month and gave one book mending demonstration.

The Catalog Department reports that 120 volumes were cataloged for the South Charleston Library and that a professional librarian spent one day at South Charleston putting that library's accession record in order.

Many children came to the Boys and Girls Department for the first time this month. They came to see the exhibit of children's paintings on Hans Christian Andersen's stories which the Children's Museum displayed, and visited the Boys and Girls room as part of their trip.

Several classes of school chilren made special trips to the library for visits as story hours or library orientation.

Miss Brown is assisting the teachers at Valley Day School with a Book Fair which will be held in December. The Noble Order of Bookworms reading club has 450 members who hope to win a pin by reading 50 books during the school year.

The Building Superintendent has installed a signal buzzer on the first floor of the library, replaced a pipe on a sink in the Catalog Department, rewired a light fixture in the Boys and Girls Department, and installed a new valve in our water line.

You will be pleased to know that the members of the library staff have tried to meet their obligation to the community by supporting the fund drive of the Community Chest. The quota for the library, based on the Minute-A-Day objective was $135. Staff members contributed $151 which is quite commendable.

Respectfully submitted,

Mark Evans

REPORT OF THE LIBRARIAN

FOR

NOVEMBER 1954

This has been a busy but not a spectacular month for the library. Several departments have reported circulation increases, and all have noticed the normal increase in traffic that comes with the beginning of the winter "season" and and the academic year.

The Boys and Girls Department was attended by ten groups of school children during the month. Miss Brown's extra mural activities included a story telling visit to two child care centers on November 16 and 17, a tour of the library facilities at the Riverview and North Charleston Recreation Centers, and a speech about Book Week to the Women of the Moose. Children's Book Week - November 14-20 was celebrated in the department with posters, puppet shows, and a book display. The Noble Order of Bookworms has enrolled 520 readers who are striving to read 50 library books during the school year.

The Building Superintendent reports that the schedule of custodial duties which was put into effect in September is working smoothly and has resulted in an increase in the amount of cleaning accomplished.

There has been one shift in personnel this month. Mrs Pfost resigned her position as clerk in the office. Miss Boedecker moved from the circulation desk to take her place. Miss Fleck was hired to fill the vacancy.

The Circulation Department sent out one special collection and prepared one reading list, for the Kanawha Welfare Council Bulletin. Circulation for this November is 1,000 volumes more than it was for November of 1953.

The Extension Department missed some of its runs this month when the bookmobile was sent to the garage to have its heaters repaired and adjusted. Deposit Collections on route one were exchanged on November 23. Twenty-seven teachers

came to the library during the month to select deposit collection books for their classrooms.

The reference Department is making a special effort to assist the Kanawha Welfare Council and the Citizens' Committee for the Prevention of Juvenile Delinquency. To that end Mr Crum and Mr Foley conferred with the KWC Executive Secretary, Mr Arnold Falk, on November 18 and suggested ways in which the library could help by obtaining printed materials for the use of the several study committees. The Reference Department's facilities were used heavily during the Thanksgiving holidays, mainly by students.

Four Department Heads and the Librarian gave the Kiwanis Club a program on the "Services of the Public Library" on November 30. Four members of the Library Board were present to hear the talks.

All five Department Heads and the Librarian have taken up the twin projects of preparing a position classification and a pay schedule for the library for study. They hope to complete this work in time for the results and recommendations to be considered in connection with the 1955-1956 annual budget.

Respectfully submitted,

Mark Crum

Mark Crum
Librarian

December 3, 1954

REPORT OF THE LIBRARIAN

FOR

DECEMBER 1954

The Boys and Girls Department had a Christmas tree this Christmas for the first time in many years. The bookmobile also, since it is used by children, carried a small tree. To help celebrate the holidays, the Boys and Girls Department staged six puppet shows and Miss Brown made two story telling visits to schools. On Sunday, December 5 at 12:00, Miss Brown met with the Sunday School teachers at the Virginia Street Temple and gave a demonstration on story telling. Along with more ambitious Christmas decorations and more heavily attended Christmas shows, the department experienced a sustained level of circulation during the holiday season, which is quite unusual.

The Superintendent of Buildings reports that during December he installed window ventilators in the Reference Department and made repairs to the plumbing and to one electric fan, in addition to his regular cleaning and maintenance chores.

Four sections of wood, single faced, wall-type, book shelving has been installed in the Circulation Department during the month to house the young adult book collection.

Our first floor shelving is over-crowded. Although duplicate and little used volumes may be shelved on the second floor, we are reluctant to remove them from the first floor shelves because they are thus made inaccessible to the public. We have sought temporary relief from this over-crowding in the Circulation Department by pulling young adult books out of the collection and placing them on new shelving in a location formerly occupied by the card catalog. Seventeen sections of utility type shelving have also been bought and installed

on the second floor to relieve crowding there and to house a few adult books taken from the first floor shelves.

There are many indications of our need to install an elevator in this building so that the second floor can be opened to the public and the third floor put into use for library purposes. The Boys and Girls Department requires additional space and probably should be permitted to expand into one of the adjoining rooms now being used by the Children's Museum.

Mrs. J. R. Thomas, upon learning that additional furnishings were needed in the Music Room, presented the library with three handsome upholstered chairs. These were greatly appreciated both by the staff and by listeners. They have substantially improved the comfort as well as the appearance of the room.

The Extension Department during December has received 36 teachers who selected books for deposit in sixty-one grades. These volumes are now being processed for loan during the second semester.

Reference reports two projects which were initiated in December and which are being handled in addition to the regular work of the department. Efforts are being made to work with the Kanawha Welfare Council in its study of juvenile delinquency in the county. Mr. Foley and the Librarian feel that the library ought to be able to assist the study committees by obtaining printed materials for them and by searching out of the library's existing collections materials on young offenders, family living, survey and questionnaire techniques and so on. The Librarian views this attempt at close cooperation with the Kanawha Welfare Council as a kind of experiment to determine whether or not the library can be of real help to a group of citizens, who are neither well acquainted with the library or highly familiar with the problems of juvenile delinquency, at a time when they need information.

The second project is an attempt to appraise the value to our readers of the library's books and pamphlets on taxes. We mailed a letter to 67 men who are doing tax work in the Charleston area. The letter listed a dozen tax sources which we hold. It stated that these materials were available in the library and invited comment on an enclosed return post card. The postal carried the question, "Do you think the public library should continue to purchase material on income taxes for tax men? - for the general public?" Twenty replies have been received. They indicate that tax men provide themselves with the materials which they need, but that they think the works should be bought for use by the public.

The five department heads and the Librarian, functioning as a study committee, are continuing work on a classification plan for the library staff positions.

Respectfully submitted,

Mark Emm.

January 7, 1955

REPORT OF THE LIBRARIAN

FOR

JANUARY 1955

A team of four department heads and the librarian talked to two additional service clubs on "The Services of the Public Library" during the month - American Business Club on January 18 and the Exchange Club on January 27.

The Boys and Girls Department had an exhibit this month of books given to the Kanawha County Public Library by our adopted library in London, England. The Circulation Department also featured a collection of books about England which were published in the United States. Four special group visits to the library were made by school children, and eight programs were given in the library by members of the Puppet Club.

The building superintendent reports on repairs involving the replacement of two electric fixtures and two electric sockets, plus the bracing of nine sections of shelves with 3/8" rods in the Circulation Department.

The Catalog Department gave 1½ days of a cataloger's time to the South Charleston Library to assist with the rearranging of books after a remodeling job was completed there, and to accomplish the filing of new cards and the shifting of old cards in the catalog.

Plans were made for the library to join the Adult Education Program in sponsoring a music appreciation course which will be conducted by a teacher from the community, but in the library music room and by making use of the library's collection of records. A policy decision has been made which will now make it possible for patrons to reserve records in the same way that they may now reserve books.

The feature article on weeding and discarding library books, which appeared in the Sunday Magazine of the Gazette, brought, among other things,

a contact with the public library in Welch and an arrangement whereby some of our unwanted gift volumes will be sent to that library.

The Circulation Department staff is making an increased effort to work more closely with the leaders of educational programs in the county. Mrs. Hilliard has been designated as a liaison person to work with teachers or instructors who wish to have their students use the library. The objective is to call attention to our resources, discover subjects which need more complete coverage in our collection, and to strengthen the library as an adult education agency.

Forty-four teachers have come to the Extension Department to select books for their classes, and 25 deposit collections have been delivered to county elementary schools this month. Miss Alderson spoke to ten groups of children in county schools about the winter reading club - The Noble Order of Bookworms - which the library is sponsoring this year.

The Librarian attended the Executive Board meeting of the West Virginia Library Association on January 14. Miss Bryson has been elected chairman of the Public Libraries Section of W.V.L.A., Miss Kramer is serving as a reporter for West Virginia Libraries, Mr. Foley has been appointed chairman of the West Virginia Publications and Indexing Committee, and Mr. Crum is acting as Federal Coordinator and chairman of the Legislation Committee of W.V.L.A.

Respectfully submitted,

Mark Crum

The 1955 American Library Association Midwinter Meeting

Prepared for the Library Board

The annual business and legislative Midwinter Meeting of the American Library Association was held at the Edgewater Beach Hotel in Chicago from February 1-5. Program meetings held on January 30 and 31 preceded the regular business sessions.

A meeting of the National Association of State Libraries - Workshop for State (Library) Agency Personnel on Sunday evening at 8:30 was devoted to a discussion of the White House Conference on Education and the state conferences which will precede it. The library profession is very anxious to participate in this conference, both at the state and national levels, in support of school librarians and school libraries.

A second program meeting, which also preceded the regular business sessions was held during the morning and afternoon of January 31, under the sponsorship of the Library Association Officers Workshop Committee. State library conferences were discussed from two angles - what conference attendees hoped to gain, and the mechanics of conference planning and operation. Conferences are a matter of concern throughout the profession to those who seek to make them as useful as possible to the membership. Current dissatisfaction centers upon the practice of scheduling many concurrent meetings and what might be called the low calibre of the speakers and programs.

The A.L.A. has several active and important committees at work on the various phases of the association's business. Many conduct closed sessions but among those which reported publicly on their activities are the following:

Statistics Committee - a small group engaged in preparing a revision of the Department of Health Education and Welfare form for recording and assembling national library statistics.

Federal Relations Committee - a larger group which is working with the state federal coordinators to secure passage of the Library Services Bill, now before Congress, and to promote participation in the state and federal conferences on education.

Photoduplication and Multiple Copying Methods Committee which is preparing for publication a guide to microfilming practices and standards for microfilm production.

Notable Books List Committee which this year polled 79 libraries in the process of preparing the annual list of outstanding books.

International Relations Board which has recently succeeded in completing arrangements for twelve Indian university librarians to come to the United States for orientation, work, and travel. This board has also contributed to the opening of a library school at the University of Ankara in 1955.

American Library Association - National Education Association Joint Committee is studying school library service.

Not a committee but an important working agency of the A.L.A. is the Washington Office under Miss Julia Bennett's directorship. Miss Bennett is a constant lobbyist for the association and for legislation in which the association is interested. With this Congress her chief concern is with the Library Services Bill, a new postal bill affecting educational and cultural materials, and the White House Conference on Education.

The American Library Association is organized into seven major divisions:

1. The American Association of School Librarians is a new division, engaged in a study of its organizational pattern and its relations to the older divisions. Also at work on a revision of standards for school libraries and on a statement on intellectual freedom for use in school libraries. This group is also vitally interested in the conferences on education.

2. The Association of College and Reference Libraries. This group is preparing a booklet for use in orienting incoming division officers and to recruit members for the division.

3. The Division of Cataloging and Classification is considering a redesignation of its name to include all technical processes of acquisition and cataloging. It is assisting in the preparation of a new edition of the Dewey Decimal Classification System. They are conducting a study of the current Descriptive Cataloging Code, and are considering the revision of the basic text book, Introduction to Cataloging and the Classification of Books.

4. The Hospital Libraries Division have just published a set of standards for medical, nursing, and patients librarians. They are trying to publicise the work of hospital librarians and to secure the reinstatement of training courses for hospital librarians in the curricula of library schools. They have just sent to press a new edition of the standard textbook in this field, Hospital Libraries.

5. Division of Libraries for Children and Young People. This group is greatly concerned with recruiting since there has been a prolonged shortage of children's librarians throughout the profession. The division has sponsored the creation of a new award, "The Wilder Award" for a sustained or lasting contribution to children's literature, rather than for one book. The award is to be given once every five years. The division is also in the "It's Our America" American Heritage discussion project for young adults, and is at work on a revision of the book, "Public Library for the Teen Age." A grant of money has been accepted for use in founding an association of children's and young people's librarians abroad.

6. The Library Education Division is cooperating in the work of several joint committees and is planning a program on in-service training for the Philadelphia conference in the summer of 1955.

7. The Public Libraries Division has adopted as its very important major project, a revision of the "Postwar Standards for Public Libraries." This is to be a thorough revision, including some study of the purpose of standards, and is to be ready in draft form for the Philadelphia conference.

The General Federation of Women's Clubs and the National Congress of Parents and Teachers are two national organizations which are aware of the value of books and libraries, and which have active library programs available to their memberships. These organizations sent representatives to the Midwinter Meeting to explain their programs to the delegates.

The finale of this years Midwinter Meeting came in the form of a progress report on the organization of the A.L.A. and its divisions by the management consultant firm of Cresap, McCormick, and Paget. This survey was begun in October and will be completed by summer. It will include an evaluation and recommendations for improving the organizational and financial structure of the A.L.A. and its major divisions. The comprehensiveness and incisiveness of the progress report gave those who heard it a feeling of pleasant expectancy that the management consultants would be able to make suggestions which would significantly benefit the organization. There is a general eagerness to hear the final report which will probably be ready for the Philadelphia Conference in July.

REPORT OF THE LIBRARIAN

FOR

FEBRUARY 1955

At 3:30 a.m. on February 14, the Librarian was notified that water was leaking through the walls of the library building. Police and firemen were already on the scene and were searching for the main water valve, when the Librarian and the Building Superintendent arrived at 4:00 a.m.

A water pipe had ruptured in a third floor lavatory at the rear of the building, and water was cascading into the Boys and Girls and Reference rooms. Lesser amounts of water were dripping into the Children's Museum, a stack room at the rear of the reference room, and into the Extension Department and Librarian's office.

Beginning on the top floor, the water was sucked up by machine and mopped up by hand from about 4:00 a.m. to 10:30 a.m. This removed all of the water accumulated on the floors. Water continued to drip for one or two days which required additional floor work.

At 8 a.m. staff members who arrived for duty began moving books out of the falling water. They were set up to dry with their leaves spread.

The insurance agent and adjustor visited the scene on Tuesday, February 15 and on Monday, February 21 to inspect the damage and instruct the Librarian in preparing a claim.

Furniture, equipment, and building were not insured against this type of water damage. Books and card catalogs were covered. Our claim is to be for $1,543 - $423 for cards, $796 for destroyed or damaged books, and $323 for the labor which may be attributed to the ruptured pipe.

The Building Superintendent replaced the broken section of water pipe. His report for the month also indicates that he has been reconditioning furniture and electrical wiring which was damaged by the water.

The Boys and Girls Department reports puppet shows and library visits made by school children. Miss Brown attended a meeting of the WCHS Radio and Television Committee and gave a talk to a P.T.A. group.

The following paragraph appears in the February report from the Circulation Department.

> "Bibliography was the byword for the month in the Circulation Department. The project which was reported last month has been launched very successfully by Mrs. Hilliard, who is in charge of the whole project. She contacted the faculty at Morris Harvey by means of a form letter and has made personal visits to teachers of Extension and Adult Education courses. The results have been gratifying and rather overwhelming. To date, we have had requests for 21 bibliographies; 11 of which have been completed, others are still in the process. Dean Blackwell from Morris Harvey called us to express his personal appreciation for this service and we have had similar expressions of enthusiasm from others. This beginning is very encouraging and we have not yet approached everyone who might be interested. We don't want to contract for work we can not successfully produce."

Teachers from six county schools came to the Extension Department during the month to select deposit collections for 21 grades.

The Library and the Adult Education Program are jointly sponsoring a series of classes in music appreciation which began on February 8th. About thirty persons are registered to meet for eight Tuesday evenings from 7 to 9. The instructor, Mrs. Ida Hutchison, gives some background information by the lecture method, illustrates themes on a spinet loaned by the Galperin Music Company, and plays records from the library's collection.

Respectfully submitted,

Mark Crum

February 4, 1955

REPORT OF THE LIBRARIAN

FOR

MARCH 1955

Miss Brown reports that the Boys and Girls Department has just experienced the most busy March that it has ever had. Many of the routine tasks of the department had to be abandoned in order to serve patrons and loan books. Three groups of children visited the department and Miss Brown talked to three P.T.A. groups during the month. The Children's Librarian from Huntington spent the day of March 22nd in our library to watch our operation.

The Building Superintendent, Mr. Lander, has been refinishing some of the furniture which was damaged by water in February. This month he has finished three tables, one desk, and six chairs. He has done some wiring jobs and has replaced a light of glass in a second floor window which was damaged in a wind storm.

Two groups of ninth grade students visited the Circulation and Reference Departments this month. More than half of the students who visited registered for borrowing privileges. The department is continuing the preparation of bibliographies for college and adult education classes. Six have been completed and requests for six more have been received. Use of the music room has been higher this month than in any other month - 34 persons used it to listen to recordings.

Miss Alderson reports that circulation is increasing in the Extension Department also. Forty-eight schools have requested collections for next year. Personnel from the South Charleston and St. Albans libraries have been selecting books for their semi-annual exchange of collections.

The Librarian attended a meeting of the West Virginia Council for Adult Education at Point Pleasant on March 11th, a meeting of the American Institute of Architects on March 12th, and a meeting of the Kanawha Welfare Council on March 9th.

There have been a few changes in the clerical staff. Mrs. Harper resigned from the position of first clerk in the Extension Department. Miss Joyce Carlson was hired as third clerk and the others moved up one position. Mr. Pontius, one of the janitors has resigned and Mr. Ernest Richmond has been hired to replace him. Mrs. Spurlock has resigned from a typing position in the Catalog Department. Interviews are being conducted to select a replacement.

Respectfully submitted,

Mark Eaton

REPORT OF THE LIBRARIAN

FOR

APRIL 1955

The drive-in book pick-up service began this month. News releases were sent out to radio and newspapers, but the service has gotten off to a slow start. About one dozen persons have used it so far.

An invitation from the Dunbar Lion's Club was accepted on April 14 when the Librarian and four Department Heads addressed that group on the Services of the Public Library.

Two Department Heads' meetings were held during the month to discuss such topics as a program for the Board of Education, the drive-in service, the winter book club emblems, mail out book service, the 1955/1956 budget, and book funds.

Boys and Girls reports that preparations are being made for the vacation reading club. Miss Brown visited one school and spoke to one P.T.A. group this month. She also addressed the Children's Literature class at Morris Harvey College. One Girl Scout troop visited the department.

The Building Superintendent built shelves for the drive-in book pick-up window, painted two windows, and sanded and refinished six more of the chairs which were damaged in the flood.

A field representative from the Hunter Manufacturing Company spent one day servicing our bookmobile heaters.

Miss Nancy Matheney transferred to the Catalog Department on April 18, and Mrs. Lee Albu assumed her duties as a clerk at the circulation desk on the same day.

Two groups toured the library during the month and Mr. Simmons gave a mending demonstration to a P.T.A. group from Watts school.

Five more bibliographies have been completed for local instructors, bringing the total to 22.

The Librarian made a trip to the General Bookbinding Company in Cleveland and the George A. Flohr Bindery in Cincinnati to compare materials and workmanship. He is preparing a report for the Library Board.

The library received two checks for the establishment of a Technical Books Fund; $360 was donated by the Engineer's Week Committee and $75 by the Thermal Insulation Society.

Respectfully submitted,

Mark Emm

May 6, 1955

REPORT OF THE LIBRARIAN

FOR

MAY 1955

The Boys and Girls Department and the Reference Department were painted in May. The job cost $1,100 and was paid for with $865 from the repairs account and $235 from the insurance settlement following the water damage which occurred last February. This completes the process of replacing or repairing books, and restoring the damaged ceilings and walls.

Emblems for the Noble Order of Bookworms reading club have been distributed to Kanawha County School children. An early estimate, based on progress reports from school teachers, indicated that about 2,000 children would have read 50 books by the end of the school year. Actually only 680 succeeded: 94 through the Boys and Girls room, 312 from the bookmobile, 174 at St. Albans, and an even 100 at South Charleston. It is probable that a great many other youngsters read some books which they would not otherwise have read, even though they did not read 50 books. The pins themselves have aroused a great deal of interest in the club for next year.

Three school groups and two girl scout troops visited the library during the month. Miss Brown made visits to four schools to encourage the children to use the library during the summer.

The Circulation Department reports a relatively quiet month with extra time devoted to the book collection. Only five people used the drive-in book pick-up service during the month, four through Circulation and one through B&G. This might be interpreted as an indication that the service is not needed, but I

would rather interpret it as an indication that our publicity methods are inadequate.

Two out-of-the-ordinary exhibits were prepared during the month. A collection of paintings by the late Joseph Hugo were hung as a memorial exhibit. Also, a collection of hobby books were sent to the Y.M.C.A. for display during the pet and hobby show.

The Extension Department mailed out 6,500 summer bookmobile schedules to 434 key individuals and organization chairmen. Approximately 1,300 more will be distributed from the bookmobile itself.

Thirty-five teachers from 13 schools visited the Extension Department during May to select 1,810 books, for deposit in classrooms in September.

The custodial staff put new belts on a drinking fountain, put new sash cord in two windows, and repaired two chairs. They also worked long and hard to remove and replace all of the books in the Boys and Girls and Reference Departments so that the walls behind the shelves could be painted.

Respectfully submitted,

Mark Emmons

June 3, 1955

REPORT OF THE LIBRARIAN

FOR

JUNE 1955

The final month of the year was unusually busy throughout the library.

The Boys and Girls Department reports greater circulation this June than in any past one - 7,106 more than last June. Registrations have exceeded those for June 1954 by 123. Miss Brown attributes this to an influx of people to Charleston, plus increased use of the book collection by summer school students from Marshall and Morris Harvey Colleges. The Child Care Centers and children who are being tutored in reading also contribute to this increase in reading.

Miss Brown has given guidance in story telling to the playground supervisors for South Charleston. She has also assisted the Morris Harvey Training School by making up collections of books, explaining the library and telling stories to visiting groups, and by talking to older student groups about children's literature.

The Building Superintendent has continued his program of repairs by replacing sash cords in windows, painting display panels, erecting bookshelves, and glazing windows.

Miss Bryson reports on a pattern of reading which is reflected in the books borrowed from the Circulation Department. In winter more non-fiction than fiction is borrowed, but in summer, beginning in June, more fiction than non-fiction is taken home. Circulation is high in the department also, and Miss Bryson is forecasting the need for a replacement clerk during next year's vacation period. The three operations of shelf reading, shifting, and weeding are being advanced slowly but steadily. And six more bibliographies have been completed including one for a course in religion being taught in the Morris Harvey summer program which has sharply increased the use of books on religion.

Exhibits during the month have been on hobbies, national parks, Egypt, pictures of early West Virginia, flags of the early United States, and fans.

The Extension Department was visited by 17 teachers during the month who came in to select books for classroom collections. The departmental staff has selected books for several additional classrooms for delivery in September.

High school and college students enrolled in summer courses are beginning to be seen regularly in the Reference Department. The periodical list has been revised and retyped for display in the department. Mr. Foley is continuing his participation in the Kanawha Welfare Council and during June established personal contact with the library personnel at the Carbide plant.

It is fairly obvious at the time of writing of this report, that the circulation of all types of library materials will have increased substantially during the year 1954-1955. Many of the factors which cause the rise and fall of public library circulation are economic or political or national in scale and thus beyond the library's influence. Nevertheless it is exciting to see circulation increase and when it does so coincidentally with one's effort to make it increase there is a temptation to look for a cause and effect relationship within one particular library. More will be said in the annual report about circulation. But for now let's merely note that it has gained, claim part of the responsibility for its having done so, and be thankful that people are reading more.

Respectfully submitted,

Mark Emmons

July 8, 1955

REPORT OF THE LIBRARIAN

FOR

JULY 1955

The Boys and Girls Department reports than the members of the summer reading club have read 2,250 books during the month. There are now 746 children registered in the club. The circulation for this July exceeded July of last year by 1,024 books, and July of 1953 by 2,732.

The catalogers report having cataloged and classified about 662 volumes during the month.

The Circulation Department mentions in its monthly report that more fiction than non-fiction books are being read. Miss Bryson also notes that extensive projects of shelf reading and weeding are well under way. The many non-fiction books which are out of circulation for the summer have overcrowded the book shelves to a point where numerous books have had to be shifted to the second floor overflow section. The pamphlet collection files are full. More cases will have to be purchased before additional pamphlets can be filed.

The Extension Department has sent the winter bookmobile schedule to the printer. Three stops were discontinued this fall - Baxter schoolhouse at Cooper's Creek, 2 3/4 Mile Creek in St. Albans, and the Post Office at London. A new stop at Central City in Nitro and at Falling Rock are being initiated. Fifty collections have been made up for fall delivery to schools. Circulation from the bookmobile continues to be very high. On Saturday, July 30, the bookmobile took part in the parade at the St. Albans Library fair.

Reference service has dropped for the summer but is some greater than for July of last year. College catalogs have been in demand, and the questions brought to the staff have concerned West Virginia and for some reason, statistics.

The Building Superintendent reports the construction of a table to hold a pan for washing venetian blinds, and the repair of two faulty flush tanks.

The librarian and four staff members attended the American Library Association Conference at Philadelphia.

Respectfully submitted,

Mark Dunn

August 5, 1955

REPORT OF THE LIBRARIAN

FOR

AUGUST 1955

The Boys and Girls Department reports that the Vacation Reading Club members had read 6,949 books during the summer. Plans have been made for the continuation of the winter reading club, The Noble Order of Bookworms, which did so well last year.

The entrance to the Boys and Girls Department has been remodeled by Mr. Ernest Juillerat who donated both his time and the materials for the job. The reading room entrance now matches the children's museum entrance.

The Building Superintendent reports the installation of a metal tank of his own design which speeds and eases the washing of venetian blinds. He is also constructing storage shelves for the office work room, which will free the metal shelves now in use there for the shelving of incoming gifts.

The closing of the library at 6:00 p.m. daily during the month of August brought some inquiry from the public as to when we would resume a 9:00 p.m. closing hour, but there have been no protests made to the staff.

During August one bibliography was prepared for a Morris Harvey College faculty member, and a group of student nurses toured the library. Miss Greenspun and Miss Fisher weeded the vocational file. And a variety of book exhibits and displays were put up in the hall and reading room.

Ten thousand fall bookmobile schedules were delivered to the Extension Department and their distribution is well under way.

To date, 57 collections have been selected and prepared for fall delivery to schools.

Bookmobile circulation for August is about 1,000 more than for August of 1954, and last year the monthly circulation was 1,000 greater than the previous year.

Children who participated in the summer reading club at the bookmobile read 3,025 books, making the total for Boys and Girls and Extension close to 10,000 volumes. The winning stop was at Brown's Creek where seven children scored 40 home runs by reading an average of 25 books each. Book awards will be presented to the winning schools after school begins.

Reference reports less questions answered during this August than during last, but an increase over the number handled in July of this year.

Public library service from Garnet Branch library was discontinued subsequent to August 31, 1955.

Respectfully submitted,

Mark Crum

September 9, 1955

REPORT OF THE LIBRARIAN

FOR

SEPTEMBER 1955

With the beginning of the academic year, the activity of the library shifts from light summer reading and vacation reading clubs to student themes and classroom book collections.

The Reference Department reports that the expected influx of students did occur. They were instructed in the use of the periodical indexes and other reference books by the members of the staff.

The fall bookmobile schedule went into effect on Thursday, September 1, and on September 12 delivery of the deposit collections to classrooms began. Fifty county schools were furnished collections. During the month also work was completed on the books which were returned to the library at the close of school last year. Books have been selected for the large semi-annual exchange of books on deposit at South Charleston and Saint Albans libraries.

On rounds with the fall delivery of deposit books, Miss Alderson talked to students at 13 schools about the Noble Order of Bookworms winter reading club.

The Boys and Girls Department has registered 440 children for the Bookworm Club. Miss Brown reports that registrations are up over last September's figures by 70 and that puppet show attendance is increasing. Vacation Reading Club certificates have been awarded in six schools by Miss Brown.

We have had a resignation in the Circulation Department. Miss Greenspun will leave the library on October 14, 1955 to become a Branch

Librarian at the Free Public Library in Philadelphia. Since joining the staff on July 2, 1951, Miss Greenspun has worked in the Extension and Circulation Departments. Most recently she has been in charge of the creation and early development of the library's collection of recordings.

Advertisements have been placed in three library periodicals in an attempt to locate a replacement for Miss Greenspun, but I doubt that we will be able to attract anyone. Our beginning salary of $3,000 for librarians is at least $50 per month less than the prevailing rate. The proposed salary for beginners is $3,859. If we are able to offer that salary we may be able to locate a librarian after January 1.

I would like to read you two paragraphs from the Circulation Department monthly report which will describe an interesting shift in duties in that department.

> "Miss Greenspun's resignation necessitated a consideration of the overall professional work in our department. She has made a lasting contribution to the library in establishing a well-balanced record collection and building up our pamphlet file into one that is extensive and up to date in its coverage. The record collection has many possible areas of future growth and will continue to require a considerable portion of professional time. On the other hand, the pamphlet file is so established that it would seem to require a minimum of professional time to keep it timely and up to date. Acting on this premise, I have asked Mrs Hilliard to assume these duties while retaining her responsibility for the picture file. This seemed reasonable only in light of the fact that our picture file is also well established.
>
> "The object of this realignment of duties was to gain professional time to develop our services to young adults and to adult groups. Part of this program has already been developed by Mrs Hilliard in her contacts with the Adult Education program, Morris Harvey, etc. We have not explored all the possibilities with the more informal adult groups. Therefore, the young adult phase of this position is the only departure from our present services. It is not entirely new to this library since in the past there have been professional assistants designated as Young Adult Librarians. The role of this librarian will be to guide young people in their

use of the adult book collection. This guidance can be achieved through booklists, school visits, tours of the library, personal contacts, etc. All of this will take time to achieve and the results may be difficult to evaluate. However, I feel that is worth trying in our effort to hold readers who transfer from the Boys and Girls Department.

The building superintendent reports the construction of 12 feet of shelving for the housing of gift books, the installation of a light fixture in the Board Room, and the construction of a large keyboard for the library's doors,furniture and equipment keys.

Respectfully submitted,

Mark Crum

Mark Crum
Librarian

October 14, 1955

REPORT OF THE LIBRARIAN

FOR

OCTOBER 1955

A distinguished author and illustrator of children's books, Mr. Louis Slobodkin, visited the library this month! The Child Study League arranged for him to give a chalk-talk in the Boys and Girls Department, without expense to the library. At the least, the League took the initiative in including the library's appearance in his itinerary. Probably they paid extra for that service. At any rate they gave the children, through the library, a very nice present.

On October 1, Miss Brown also made a personal appearance. She spoke to the Kanawha County Council of Reading Teachers, offering suggestions on helping children find books for their needs. Miss Brown has also been working with the teachers at Valley Day School on lists of outstanding new books and books worth keeping, which will be used in preparing a November book fair there.

We are converting some space on the second floor from book storage to work room space for the Boys and Girls Department. The present workroom is to be used as an extension of the Boys and Girls reading room. In connection with this change the Building Superintendent has reported the movement of several sections of book shelving, the installation of two light switches, and the installation of fluorescent lighting in a second floor vault which is to be used for book storage.

The Building Superintendent is also modifying a steel storage cabinet for the storage of recordings. Our collection has grown to the place where we need to add a third cabinet.

The work routine of the Circulation Department has been upset by the resignation and departure of Miss Greenspun in mid-October. Two librarians from the Catalog Department are lending a hand in Circulation, and we are thus able to

serve the public, but some of the other work of the department is falling behind. Miss Bryson in her report recalls that on November 1, the record collection is two years old. The collection has been well accepted and well used. Mrs. Hilliard has continued her preparation of bibliographies for use by local groups and classes, the number prepared this month being eleven.

The Extension Department reports the selection and assembly of 18 classroom book collections during the month. As you know the teachers involved come to the library to participate in the selection of books for their classes whenever that is possible. Back-up lights have been installed on the Bookmobile. Miss Alderson spoke before the Saint Albans Library Board on October 20 and reviewed the new Handbook for Public Library Trustees by Winser.

Reference reports on interesting statistic - that for the third straight month, the number of telephone reference questions has been almost 50% of the total number treated. The fact that most telephone questions come in on days other than Saturdays is interpreted by Mr. Foley as an indication that telephone reference service is popular with business and professional people. The department has prepared a reading list on juvenile delinquency for use by the Kanawha Welfare Council Committee for the study of the Prevention of Juvenile Delinquency.

Copies of the Position Classification and the Salary Scale approved at the October meeting of the Library Board are being prepared and will be distributed to the staff along with a form letter telling each individual his position in the classification and on the pay scale.

Two clerical employees, Miss Roedecker, and Mrs. Parrish, left the library in October. Replacements have been hired for both.

Respectfully submitted,

Mack Crum

REPORT OF THE LIBRARIAN

FOR

NOVEMBER 1955

The most heartening news to be reported on this month is that the number of borrowers registered at the library now exceeds 30,000. This means that one out of eight people in the county (or 12.5% of the population) has in his possession a library card, which was issued during the past 36 months. About 35% of them are juvenile borrowers who are not yet in the ninth grade or 15 years old, and about 65% of them are adult borrowers.

There are now 1,000 more people actively using the library than there were seven months ago in May of this year; 2,000 more than there were just four months before that in February 1955; 3,000 more than there were a year and a half ago, in June of 1954; 4,000 more than in October 1953, two years and two months ago; and just 5,000 more than there were three years ago today.

Another heartening statistic is that of circulation. You may remember that in 1954 our circulation stood at 496,834 volumes, the highest it had ever been until that time. You may also remember that in 1955 it increased by 35% to 671,596 volumes. Tabulations, for the first five months of this year, show that circulation is now 12,633 volumes less than that of the first five months of last year; but, yet almost 31,000 more than that of the first five months of the year before last.

This increased use of the library places a responsibility upon the staff-to serve these additional readers as well as possible with the physical facilities available and to the limit, if necessary, of physical energy and professional knowledge. This responsibility the staff has assumed, gradually but very surely, and has continued to carry.

I submit that this increased use of the library also places a responsibility upon the Library Board, namely to present the story of the library's services and needs to the public, and to make a strong effort to obtain more money for the books which we need, for additional staff, and for restoring this building to full use, by installing an elevator and suitably equipping the now unused portions of it.

We are attempting to relieve some of the pressure in the Boys and Girls Department for more space for books, patrons, story hours and puppet shows, by converting a portion of a second floor room formerly used for book storage into a workroom. A partition which screens the present work room is to be torn down and that area used for public space. Mr. Lander has finished painting the new work room and is now installing fluorescent light fixtures. During the month he has also glazed two windows and made plumbing repairs in other parts of the building.

Book Week occurred in November and Miss Brown reports a great deal of interest on the part of the public in it. The department had a display of new books, which was examined by many parents, and a poster contest. Miss Brown participated in a Good Books for Children program at Elk School. Three school groups visited the department in November and Miss Brown made three speeches, to the Women of the Moose, to the Child Study League, and at the American Education Week program at Morris Harvey College.

There are several changes being made in the Catalog Department. New lights have been installed in the hitherto inadequately lighted typists' room and mending room. As soon, after a new position is activated in the Boys and Girls Department, as a librarian can be hired, Miss Kramer will leave the Catalog Department to become a Boys and Girls librarian and will not be replaced. Mr. Simmons will move from the Circulation Department to Catalog Department which from that time on will be known as the Processing Department. He will be in charge of all mending, binding, and physical preparation of the books for the library. In addition he will

supervise all of the Junior Clerks in the library. He will no longer have any desk time in the Circulation Department. The new librarian will be assigned to the Circulation Department to replace Mr. Simmons. Details of the transfers have been worked out and job descriptions have been written for the newly created positions. Catalog department personnel have been giving clerical time to the Boys and Girls Department and professional time to the Circulation Department partly because a trucking strike has delayed book shipments from New York, but mostly because of the pressure of work in those departments.

The vacancy in the Circulation Department caused by Miss Greenspuns resignation has not yet been filled. There is about a month's delay in placing ads in Library Journals and our first ads were ineffectual because they stated the old salary which would not attract anyone. The ads containing the new salary scale are just now being published and I hope for some inquiries, if not applications, in the near future.

Four inquiries have been received so far. One from a person in Washington, D. C. who cannot be considered, another from a man who has since taken a job in Mobile, Alabama, one from a school librarian who is 60 years old, and one from a man who has been head of a county library in Missouri.

In her report, Miss Bryson expresses gratitude for the help given her department by the two catalogers and one typist from the Catalog Department, to compensate for the vacancy. The Circulation Department report also notes that two more bibliographies have been prepared by Mrs. Hilliard, and that extensive use of the picture files are being made by the instructor and members of an adult, art appreciation course which is being conducted at the library by the public school Adult Education Program.

The Extension Department was visited by forty-four teachers from eleven schools who selected books for deposit in their classroom.

Reference service this month followed the normal pattern for the time of year, heavy use by students and a rush over the Thanksgiving holiday. Three books were borrowed and ten were sent on inter-library loan. Six of the loaned volumes went to a library in California at the request of a former resident of West Virginia who is gathering material for a novel.

The Drive-In Book Pick-Up service has not been used sufficiently to justify its continuance. At an appropriate place in the order of business I shall recommend that the Library Board vote its abandonment.

Respectfully submitted,

Mark Lunn

December 9, 1955

REPORT OF THE LIBRARIAN

FOR

DECEMBER 1955

Miss Brown reports on activities in the Boys and Girls room in December in the following words:

"This year the long Christmas began earlier than usual; in truth, Christmas preparations began in the middle of November; holiday decorations were up in stores, and program planning in churches, schools and Scout troops started much earlier, too. As a result of this big Christmas celebration, the children started to bring their books back "until after Christmas" much earlier than is the custom here. Books began piling up in our work-room the second week in December. Our circulation reached a record low on December 15th, when a total of sixty books was recorded. Circulation picked up again after school closed for the holidays. The week beginning the 19th was normal. Although books were not dispensed, activity was very great. Many children visited the library to watch our Christmas puppet show, and to read Christmas stories or magazines while waiting for their parents to finish shopping. We received the most publicity we have ever had in one month, by way of radio, television, and newspapers, but we simply could not compete with Santa this year."

The puppet shows mentioned above were attended by children from the Child Care Center, and one show was televised in part over WCHS on December 22nd. Miss Brown participated in one radio show with a talk on "Books for Christmas Giving" and told stories at a Christmas party at Kyle school.

The Building Superintendent reports that in addition to regular maintenance and cleaning, progress has been made on the Boys and Girls Department work room. The floor has been repaired and fluorescent light fixtures have been installed. Some additional painting has also been completed.

The Circulation Department reports that book loans have decreased for December but that the number of books returned remained quite high during the month, which kept the clerks very busy.

Miss Alderson reports that 42 teachers visited the Extension Department in December to select books for 55 grades in fifteen schools. While exchanging deposit collections Miss Alderson spoke to children in nineteen schools regarding the Noble Order of Bookworms and inquiring how many children were reading for an award.

"Reference service given in December was unusually heavy compared to the other months of the year. During the first part of the month, high school students working on themes crowded the room, and during the Christmas vacation many college students used the facilities of the department to work on assignments. These people for the most part were familiar with libraries and needed only to be shown where the material could be found. Hence the statistics for the month do not show an increase in the number of questions treated."

The Drive-In-Book-Pick-Up Service was discontinued effective December 15 as authorized by the Library Board at its last meeting.

Since the last monthly report by the Librarian three additional inquiries have been received about our position vacancies. One is from a woman who has just returned from a European assignment in which she was in charge of U. S. Army Libraries for all of France. She is over-qualified for our beginning position. The two other inquiries are from librarians who might well prove to be suitable applicants. One is now at the University of Richmond Library, the other is located in a public library in Florida. Follow-up letters have been sent out for each of these individuals.

Respectfully submitted,

Mark Emmons

REPORT OF THE LIBRARIAN

FOR

JANUARY 1956

The Boys and Girls Department reports having experienced one of the dullest months within memory. The bad weather is blamed for daily circulation lows of 83,92, and 39. Saturday circulation is reported to have been high and the statistical records show that the department circulated 6,263 books in January, which is more than was circulated in either September or December.

The Circulation Department had an extremely busy month, which seemed almost out of hand, because of sharply increased Saturday circulations and a vacant position on the professional staff. Miss Bryson and Mr. Simmons visited the Audio-Visual Department at the Kanawha County Schools to see the film rewind and splicing equipment in use there and to get ideas which will be of help in establishing a routine for the handling of films in our library.

The Building Superintendent and his men have finished the painting and floor repairs in the Boys and Girls workroom. He has made plumbing repairs in the Children's Museum, repaired three venetian shades, and has repaired and put our old floor buffing machine back in operation. He also put some new parts into one of the charging machines.

The elimination of a cataloging position and the creation of a preparation and binding position in its place which was described to you in November has been partially effected. Job specifications have been completed and work areas are being set up to correspond with the reassignment of duties. Specifically, furniture is being transferred between the former catalog typing room and the mending room to allow the preparation and binding activities to be located in the larger of the two rooms and the typing activities to be located in the smaller. New linoleum has been bought to cover the floor of the typing room.

Miss Kramer will move from the cataloging position to the newly activated Boys and Girls position early in February. Mr. Simmons will move from the Circulation Department to the preparation and binding position as soon as a replacement for him can be hired.

Bad weather and minor mechanical difficulties prevented the bookmobile from meeting all of its stops this month. Miss Alderson exchanged deposit collections at 22 schools and, while she was there, talked to the children about the Noble Order of Bookworms reading club. Forty-four teachers visited the department to select books for deposit in 70 grades in 21 different schools.

Nothing unusual or exciting was reported from the Reference Department for the month.

A library science student from Peabody College did practice work in the library on Saturdays during January.

The library has received a check in the amount of $237.05 for damage to books in the fire at Cabin Creek Mission School in December. This check will be forwarded to Mr. Gentry at the Board of Education with the expectation that it will be credited to the library in addition to the regular budget.

Respectfully submitted,

Mark Crum

REPORT OF THE LIBRARIAN

FOR

FEBRUARY 1956

Three months ago, in the November report, I stated that 30,000 people held active library cards - an increase of 5,000 borrowers in three years. At that same time I recalled that circulation had increased last year by about 35% - from 496,000 to 671,000. I suggested that these increases placed a responsibility upon the staff to serve these readers as well as possible, and that they also placed a responsibility upon the Library Board to present the library's needs to the public and to obtain additional funds for staff, books, and building remodeling.

I can now report that these increases in number of borrowers and in circulation are being sustained. Our borrowers have increased to 30,634 and our circulation for the first eight months of this year is 3,600 more than it was for a similar period last year.

The staff is trying to take care of these additional borrowers and to handle this new business, but while concentrating on patrons and book loans other things are being neglected. They look to me for additional staff time, for more books to lend to people, and for more space in which to work.

This year we have added one clerk in Extension and a professional in Boys and Girls, by increasing our salary budget and decreasing the repairs and furniture and equipment accounts. We have added 20 hours of clerical time in Circulation and today I will ask you for 6 more hours of clerical time the money for which is available only because we have had position vacancies among the professional staff.

The book collection is deteriorating in a physical sense because we are spending increasing amounts of our book budget on new titles and less on rebinding. The collection is not growing sufficiently to match the

demand for books. We are buying only single copies, where we used to buy several, which is creating longer waiting lists for books and more requests which must be answered with the explanation, "Sorry, but it's out."

Our shelves are crowded. Too much of our collection is in storage. We need expansion room in every department. The circulation workroom, which should be three to four times its present size, is so crowded that it is depressing and grossly inefficient. We must move into our unused space soon before we choke.

Beyond these basic needs for enough people, books, and space to work properly are a large group of additional needs for which everyone yearns and which business considers to be essential. Patched plaster and painted walls, adequate seating, lighting, book trucks, electric fans, if not air conditioning, an elevator, and unsplintered tables and desks to name a few.

A more expensive group of needs come to mind when we think of a county library system giving county-wide service - books and salaries for St. Albans and South Charleston libraries, outlets in Dunbar, Kanawha City and on the west side, stations in the other municipalities such as Marmet, Nitro, and Chesapeake, a strong School Libraries Department to serve school children, and an expanded bookmobile service are examples.

One might say that the library needs increased income now in order to meet a demonstrated desire for service by the people of this county, plus a stable source of income which will enable it to grow as the need and desire for library service grows.

The Boys and Girls Department reports 1,209 more books loaned this February than last. Scout and kindergarten groups visiting the department have kept the staff exceptionally busy. One group of puppeteers staged a show at the South Charleston Library. And Miss Brown gave three special story hours in our building during the month.

The Building Superintendent reports that a room in the catalog department has been patched and repainted and has had new lineoleum laid. His men have also refinished a surplus property desk for the Extension Department. Mr. Asbury was discharged from the janitorial staff this month and a Mr. Prunty has been hired to replace him.

The Circulation Department report shows 262 more requests for service of various kinds handled this February than last. Circulation too has increased slightly. Mr. Rand's decision to join the staff has been a source of cheer to all of us. He will fill the vacancy created by Miss Greenspun's resignation in October. The program started one year ago this month, of supplying bibliographies to Morris Harvey instructors, Adult Education Program classes and others is evaluated by Miss Bryson in her monthly report. She states that it has probably increased circulation, that it appeals to the instructors, and that it has served to introduce our services to those people who want help of a vocational nature. The department has begun to use volunteer help, girl scouts to mount pictures, arrange books, and file pamphlets, and an adult volunteer to type on the index to our picture file.

In the Extension Department 12 teachers from five schools came to select books for some 22 grades. Miss Figgatt made up one additional classroom collection. Miss Alderson gave a talk before the Rock Branch School P.T.A. in Putnam County on February 21. The parents there are interested in obtaining community library service.

Work in the Reference Department continued in the usual pattern at about the usual volume for the month. Mr. Foley has resigned effective March 6 to take a position with the General Electric Company in Ohio. Miss Gerard has been promoted from assistant to Chief Reference Librarian to succeed him, and advertisements have been placed to fill her former position.

The Department Heads and Mr. Crum addressed a joint meeting of the

Y.W.C.A. and the National Council of Jewish Women on February 21. The topic was the services of the library.

Miss Dorothy Francis, an applicant for the Extension Department vacancy, will visit the library on March 6 to meet the staff, observe the department in action and to make a decision about joining our staff.

Respectfully submitted,

Mark Cuno

REPORT OF THE LIBRARIAN

FOR

MARCH 1956

Registrations and circulation continued to climb during the month. We now have 30,705 library card holders and, during March, 102,629 of the library's books were read. Two, and at one time three, of the twelve professional positions in the library have been vacant during this busy month, as well as during several preceeding months. Everyone, clerks and librarians, has worked harder but the staff can neither fill in to cover vacancies nor handle the increased number of registrations, questions, and loan transactions without sacrificing something else. The sacrifice has come in hasty answering of questions, neglect of work on the book selection, the pamphlet file, on bibliography, on supervision, and of many other tasks, as well as increased delay in handling patrons.

It should be reported that this increase in use of the library is introducing a strain on the staff, a neglect of some necessary but less apparent aspects of the work, and a general deterioration of service. These effects have been intensified by the staff shortages mentioned earlier.

The Building Superintendent reports that he has sanded and refinished two desks, has made plumbing repairs and has erected two sections of shelving in the Browsing Room.

The Boys and Girls Department staged six puppet programs this month for groups of children and the Children's Literature Class from Morris Harvey. Miss Brown served as judge at a final dance of a Boys and Girls Dancing Club. The costumes for the dance were copied from picture books borrowed from the public library. Miss Brown also spoke to the PTA of Cane Fork School on March 29.

Mr. Ted Rands, newly appointed librarian in the Circulation Department, reported for duty on March 19. He replaces Miss Greensmun who resigned in October. Miss Beverley Fleck, a clerical assistant in the department, will transfer to the Catalog Department on April 2 to replace Miss Matheney who resigned on March 16 to work for Save Supply Company. Miss Matheney preferred to work at the library but left because of the higher salary offered. Most of our clerical resignations are for an identical reason.

One room of the Catalog Department has been repainted and furnished with new linoleum for the floor. Two typists were moved into this small room so that the mending and binding functions could be moved from it into a larger room formerly used for typists. The plastering, painting, and floor work were done by Mr. Lander and his men.

A vacancy for an Extension librarian, which we have had since January 1, has been filled. That is, a Miss Dorothy Francis has accepted appointment effective June 1. Her arrival will make possible the transfer of Miss Figgatt from Extension to Circulation and of Mr. Simmons from Circulation to full time duty on mending, binding, and care of the book collection.

The Extension and Circulation Departments each have been receiving about eight hours volunteer time from a Mrs. Ann Epperson who came to us through the Volunteer Service Bureau. She has been very helpful as a typist working with the mounted picture collection index and on the enormous stacks of books being processed by the Extension Department for deposit collections.

The Librarians from South Charleston and Saint Albans have visited the Extension Department several times during the month to select titles for the semi-annual exchange of book collections for their libraries. March 19 was set as the deadline for schools to submit requests for deposit collections for the school year 1956/1957. Requests have been received from 46 schools and

additional requests are expected.

On March 5 Miss Frances Gerard was promoted from Reference Librarian to Chief Reference Librarian. It soon became apparent that the added concern and responsibility were affecting her health adversely and, at the suggestion of the Librarian, she has resumed her former position. She is a highly capable and perhaps too conscientious librarian. The amount of physical and mental energy which she may expend is adequate for the subordinate position but not for the department headship. Advertisements have been placed for a Chief Reference Librarian.

Respectfully submitted,

Mark Eunn

March 6, 1956

REPORT OF THE ACTING LIBRARIAN

FOR

APRIL 1956

Registrations continue at a high peak in all departments bringing the total number of registered borrowers to 31,020. Total circulation for the month shows a drop because statistics of use from the deposit collections had been entered previously. However, Miss Brown reports that actual "across-the-desk" circulation in her department shows an increase of 2,202 over last April. According to Miss Alderson the Bookmobile circulation is higher by 1,000 than it was a year ago. This seems to indicate that slack periods in the library are becoming a thing of the past.

Three scheduled groups visited the Boys and Girls Department during April in addition to an unprecedented number of Cub Scout and Brownie Scout groups which came unannounced. Miss Brown and Miss Kramer visited Mercer School on April 18 and 19 to give book talks. On April 25 Miss Brown spoke to twenty members of the Child Study Club in St. Albans. As a part of the Creative Arts Festival, the Boys and Girls Department in cooperation with Mrs. Anne Maser sponsored "The Studio Corner", a program presented by Mrs. Maser's art pupils.

Miss Alderson reported that the new summer schedule had been arranged. Five new stops have been added and four stops dropped, making a total of 49 localities to be visited. On April 19 Miss Alderson spoke before the Hubbard School P. T. A. on the Services of Your Library.

Mr. Ted Rands resigned his position as Circulation Librarian on April 27. We have received no qualified applicants for either this position or that of the Chief Reference Librarian. We are in competition with numerous other libraries who offer a higher beginning salary. Miss Janet Donohoe resigned her position as Circulation Clerk on April 30. Miss Donohoe would have pre-

ferred to work at the library but she was offered a salary of $190 per month in contrast to $139 per month which she received here. This resignation, plus that of Miss Jackie Pignato, leaves the Circulation Department with a group of new clerks, the most experienced of whom is a part-time clerk who began in February. We can't offer truly efficient service until our clerical salaries are such as to encourage tenure.

We have made arrangements to hire Miss Clarice Bailes and Mrs. Thelma D. Amick as summer substitutes during the months of June, July, and August. It has been our custom to hire two substitutes every summer, and with our two vacancies their services have become a necessity.

Respectfully submitted,

Juliette Bryson

Juliette Bryson
Acting Librarian

REPORT OF THE LIBRARIAN

FOR

MAY 1956

The Librarian returned from the Rutgers University Advanced Seminar for Library Administrators to find the library running smoothly under Miss Bryson's supervision. The presence on the staff of an experienced and willing Secretary in the person of Miss Ammar contributed substantially to the trouble-free functioning of the library during the six weeks when Miss Bryson served as Acting Librarian. The Librarian is grateful to both of them as well as to the Library Board for making it possible for him to attend the seminar.

Perhaps the most satisfying event of the month was the conclusion of the second year of the Noble Order of Bookworms club for boys and girls. Last year 612 children earned bronze pins. Of that number, 206 read 50 additional books this year to win 2nd year certificates. The number of children to win bronze pins this year is 1,268. Miss Brown estimates that these Bookworm club members read more than 75,000 books during the school year. The Sunday, May 27, issue of The Charleston Gazette carried a feature story with pictures of the children receiving their awards.

The Boys and Girls Department reports that thirteen groups of children and one class of students in Education from Marshall College visited the department during the month. Miss Brown and Miss Kramer made three school visits to give book talks and to make Noble Order of Bookworm awards.

The Superintendent of the building reports that in addition to the regular cleaning and maintenance duties his men have removed a partition between two rooms in the Boys and Girls Department and have retiled the floor where it stood. He has also reupholstered a chair and has wired up two electric outlets for fans

in the Reference Department.

The Circulation Department reports that although book loans for the month have equaled those of May, 1955 they have dropped from approximately 12 thousand in January, February and March to 10 thousand in April and 9 thousand in May. This has relieved the burden of charging and discharging books but it has at the same time accentuated the problem of shelving the books. Our regular program of weeding and discarding of obsolete volumes was abandoned last fall when our personnel shortages occurred. Consequently, we do not have shelf space for the greater number of volumes which are on hand in the library during periods of decreased circulation. With the assistance of summer substitutes we may be able to catch up on this job and some of our other postponed professional tasks before the fall busy season.

Miss Alderson was absent on 14 days sick leave during the month. Her recovery from her surgery has been good and she is scheduled to return to duty on June 4. The work of the department has been carried during her absence largely by the redoubled efforts of Miss Figgatt but with the assistance of Miss Thomas, Miss Brugger and Miss Kramer.

The library panel truck made trips on 5 days in May to pick up school collections and to deliver NOOB pins to those schools having award winners.

Miss Frances Gerard resigned her appointment as Chief Reference Librarian effective May 1 to resume her former position as Reference Assistant. The added responsibilities of the department headship were affecting her health adversely, thus requiring her to yield the position. The Reference Department reported heavy use by students during the early part of the month, followed by a decline in use toward the end of the month.

In May we have arranged for overhaul of the furnace, for the purchase of

several badly needed electric fans, for the installation of a few fluorescent fixtures, for book shelving and for the painting of the remainder of the first floor and three rooms on the top floor of the library. These expenditures have been possible because of the vacancies in professional positions which have occurred during the year.

The number of registered borrowers using the library continues to increase regularly and now stands at 31,034.

Circulation continues to hold at a high level. The number of volumes loaned this year exceeds the number loaned for the same period last year by 8,798. And you will remember that last year's circulation was 35% greater than that of any previous year.

Respectfully submitted,

Mark Cumm

June 8, 1956

REPORT OF THE LIBRARIAN

FOR

JUNE 1956

With the closing of public schools the library begins, early in June, to feel a change in the uses which people make of books during vacation periods. Circulation generally tends to drop although for this June the Circulation Department reports that fiction loans have been comparatively numerous.

The Reference Department notices that a class of summer school students and the teachers who are attending summer school have begun using the books in that department.

By the end of June the Vacation Reading Club is usually well under way in the Boys and Girls Department. This year the theme is "Circus Parade". 653 boys and girls have joined so far.

The most exciting event of the month was the visit of Miss Eileen Colwell. Miss Brown describes it in these words.

> "On Monday, June 25, Miss Eileen Colwell, Children's Librarian from our "adopted library" in London, arrived here for a visit. She was accompanied by Miss Una Norris (her sister-in-law) and Miss Virginia Haviland, Children's Reader's Advisor, from Boston Public Library. Visits from authors and librarians are always of great value; but this visit was by far the most pleasant, the most satisfying, and the most rewarding.
>
> "At 1:30 p.m. the guests arrived at the Kanawha County Airport. Mrs. Rex Crouser and Mrs. Margaret Hilliard furnished cars for transporting our guests. Miss Dorothy Elliot from the English-Speaking Union, Mrs. Crouser from the Glenwood Story Tellers Club, Mrs. Hilliard, and Miss Dorothy Francis were on hand to help Miss Brown welcome the guests. From the airport, the visitors were taken to Miss Elizabeth Quarrier's home for a short visit and tour of her home....At 7:30 p.m. a reception was held in the Boys and Girls Department.
>
> "On Tuesday morning at 10:00 a.m. Miss Colwell greeted the pen-pals, presented us with a beautiful scrap-book, and answered many, many questions about the children in England.

Then came the stories. Needless to say, the children were entranced. Miss Colwell is indeed a good story teller. The stories she used were "Gone Is Gone" and "The Magic Umbrella". After the story telling, there was a question and answer period for adults. Since the Children's Literature Class from Morris Harvey College and a group of ladies from Glenwood Story Tellers Club were in the audience, there were many questions and animated discussions. Miss Haviland took part in this discussion too.

"On Tuesday evening, the ladies were guests of the English Speaking Union for dinner at the Ruffner Hotel and for a reception later at the Y.W.C.A. It was interesting to this librarian that many people who were in the audience Tuesday morning attended the meeting at the Y.W. and brought friends along with them.

"Wednesday noon, the visitors and Miss Brown were guests of the Diamond for luncheon. Mr. Charles Coleman interviewed them on his radio program "Be My Guest" at 12:15.

"All the meetings went off smoothly thanks to our staff, Mrs. Rex Crouser, who is indeed a great friend to our library, Miss Dorothy Elliott, who took Miss Haviland and Miss Norris into her home, Margaret Hilliard, our official chauffeur and Lorena Ammar and Betty Ann Dawson for their generous assistance. It was most gratifying to learn that so many people were willing and eager to help give our guests such a good reception."

There have been several changes in the staff situation during June. Dorothy Francis, formerly of Richmond University, assumed her position as Extension Librarian on June 4, 1956. On June 11, Miss Ruth Figgatt moved from the Extension Department to the Circulation Department position vacated by Miss Crouser last October. Mr. Simmons transferred from Circulation to his new duties in the Processing Department on June 18.

Miss Kramer, who had moved from Catalog Librarian to Children's Librarian in February, decided that the task of acquiring a background in children's literature on her own time was more than she could handle in addition to her 40 hours on duty in the library, and began making contacts for employment in other libraries. The catalog position which she had left had been abolished

and the volume of cataloging work to be done does not justify its reactivation. Rather than lose her completely and immediately, the Librarian arranged for her to be placed temporarily in a position of half time responsibility in Cataloging and half time in Boys and Girls without the obligation to pursue the reading program in children's literature. The idea was to get her out from under pressure, allowing her to regain her equilibrium and to look at children's librarianship a little more dispassionately. On or before September 1, she will indicate whether she will go on in children's work on a full time basis or whether she will take a position in another library.

Miss Bailes and Mrs. Amick, summer substitutes in the Circulation and Extension departments, reported for duty. And Miss Ivy Hardin was appointed Chief Reference Librarian effective July 16, 1956.

The building superintendent installed a new light fixture in the Extension Department, erected shelving in the Extension Department and in a room to be used for the storage of bound periodicals, and installed two new electrical outlets in Reference.

The appearance of the first floor of the building was considerably improved with the painting of the Circulation Department and the two book stack rooms at the back of the building. Three rooms on the third floor were also painted and will be put into use for display materials and an auditorium for puppet shows.

Respectfully submitted

Mark Emm